Security Cooperation Information Portal (SCIP)

Ad Hoc Query Instructions

To Produce

Customer Status of Open SDRs Report

Advantages of SCIP Ad Hoc Report

- Timely
  - No production / mail / distribution delays
  - Data is current – daily downloads
- Easy to use
  - Just change report timeframes once query is established and saved
- Flexible
  - Country-unique data requirements and qualifiers
  - Data saved to EXCEL
    - Easy to sort, count/total, search, select and tailor data
    - Easy to distribute to required users
- Efficient

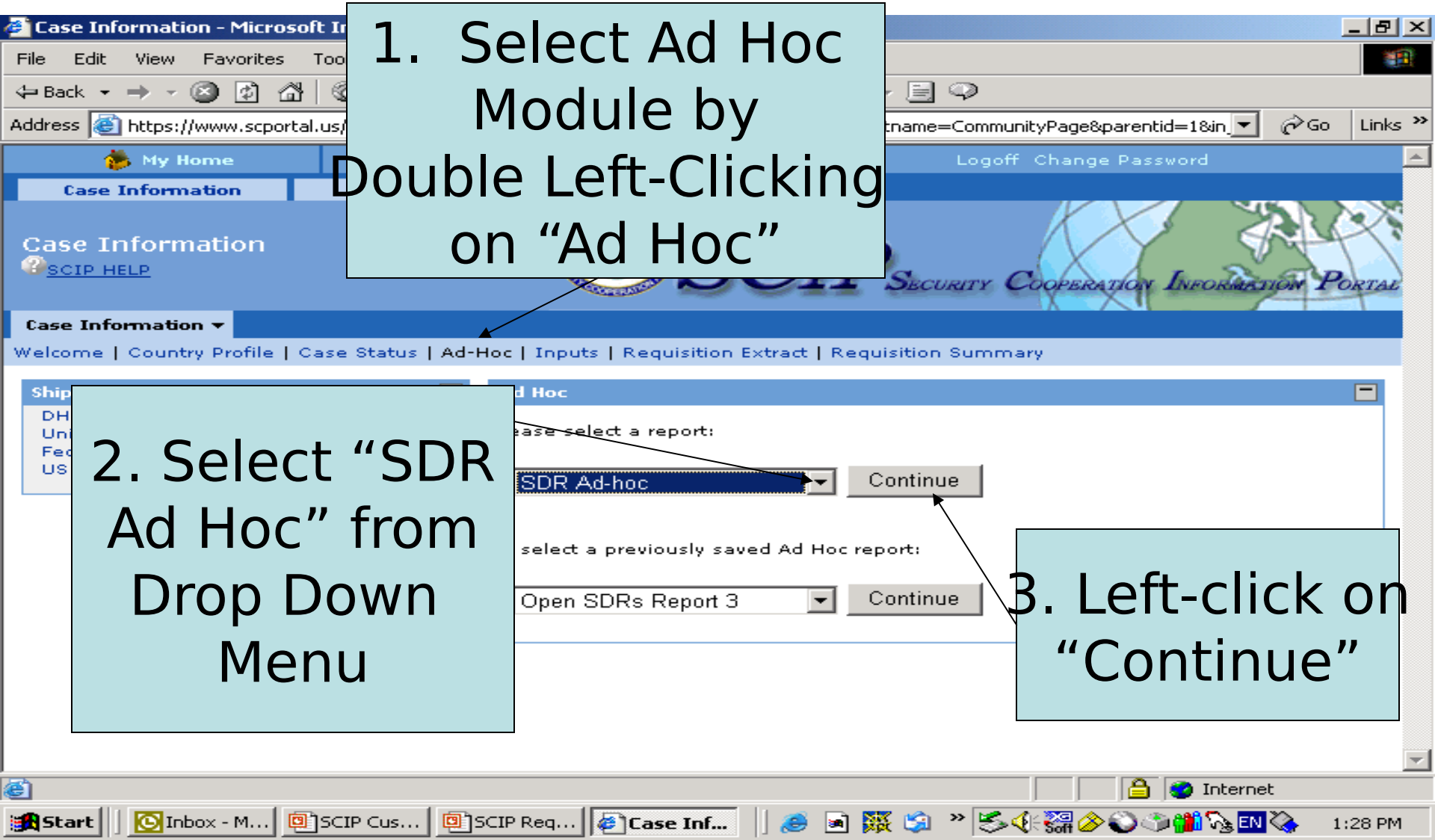
CISIL Report versus SCIP Data Element Names

CISIL	SCIP
TC (Type of Case)	Not Available
CC	Country
Case	Case Designator Code
Document	Requisition Document Number
	Plus Requisition Document Number Customer Assigned SDR
Suffix SDR Number	
SF	SDR Number Suffix
NSN	NSN/Part/Reference Number Requisitioned
MRO RIC	Processing RIC

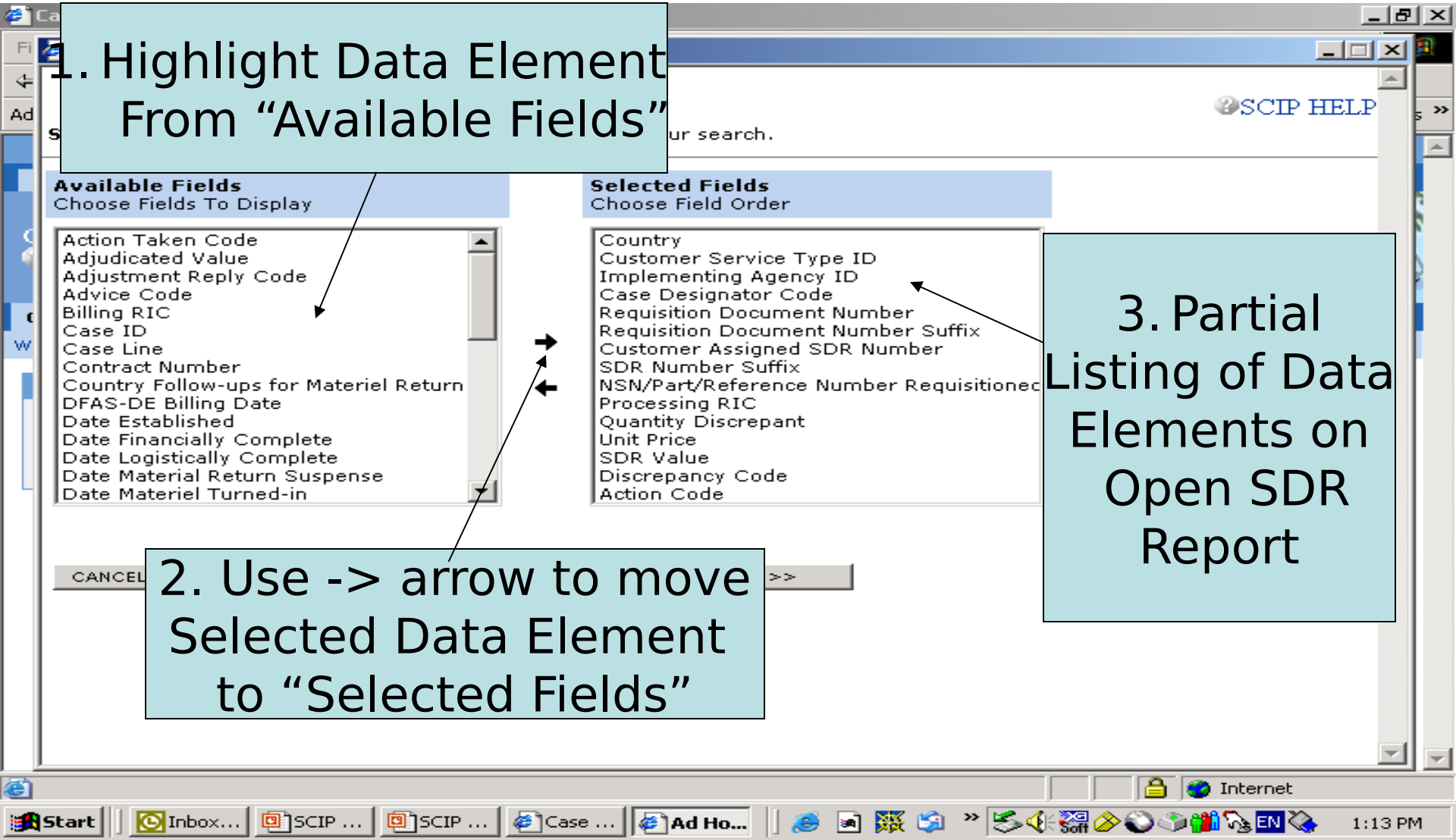
CISIL Report versus SCIP Data Element Names (continued)

CISIL	SCIP
Qty	Quantity Discrepant
Unit Price	Unit Price
Ext Value	SDR Value
TY DC	Discrepancy Code
AC DS	Action Code
Adj Value	Adjudicated Value
Bill No	Interfund Bill Number
Intr Stat (Interim Statement)	Not available
Act Tkn	Action Taken Code
Prg Cde	Progression Code
Prg Dte	Progression Date

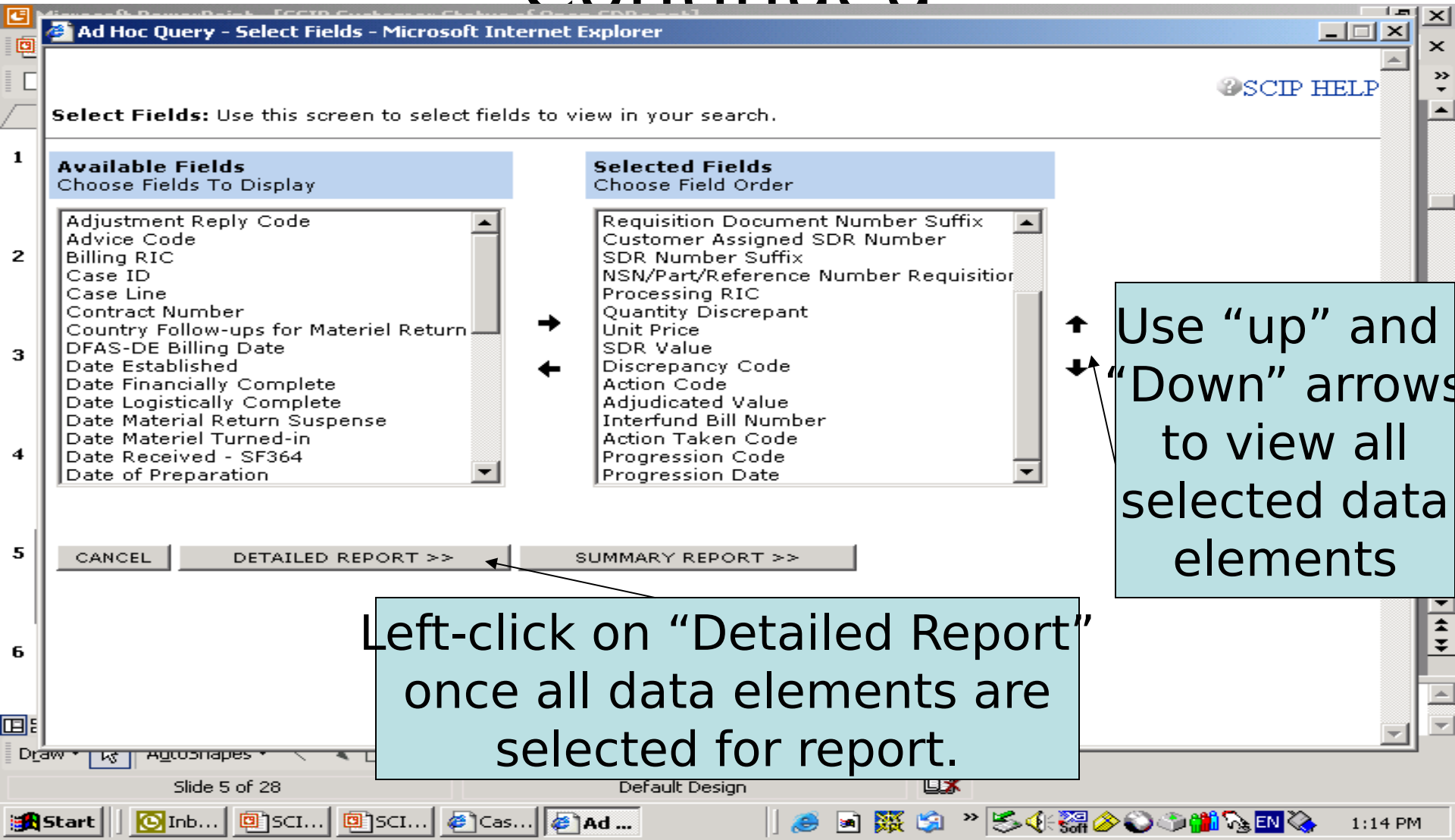
Open SDR Report



Select Data Elements for Report



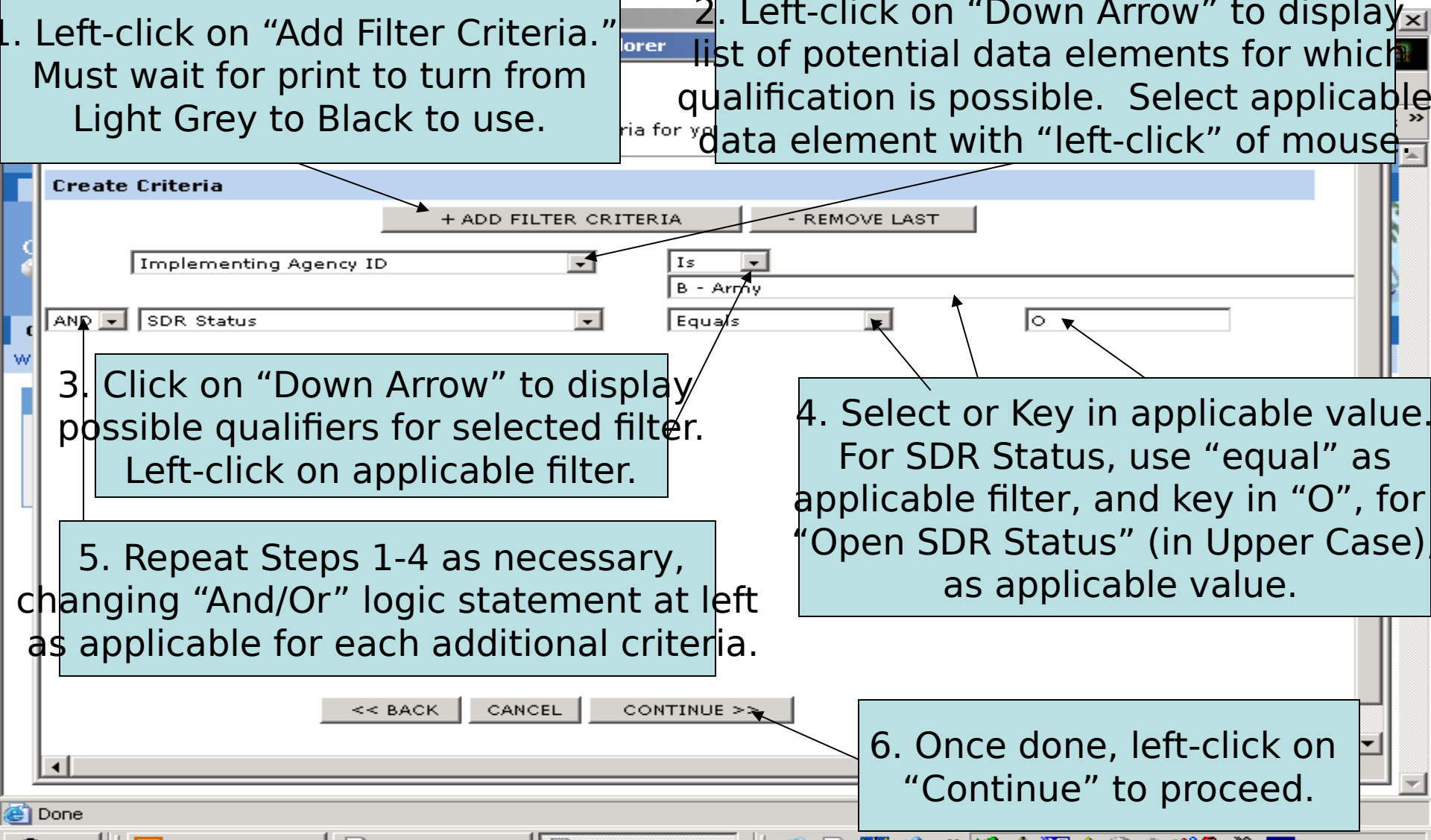
Select Data Elements for Report, Continued



Record Selection Criteria

1. Left-click on “Add Filter Criteria.” Must wait for print to turn from Light Grey to Black to use.

2. Left-click on “Down Arrow” to display list of potential data elements for which qualification is possible. Select applicable data element with “left-click” of mouse.



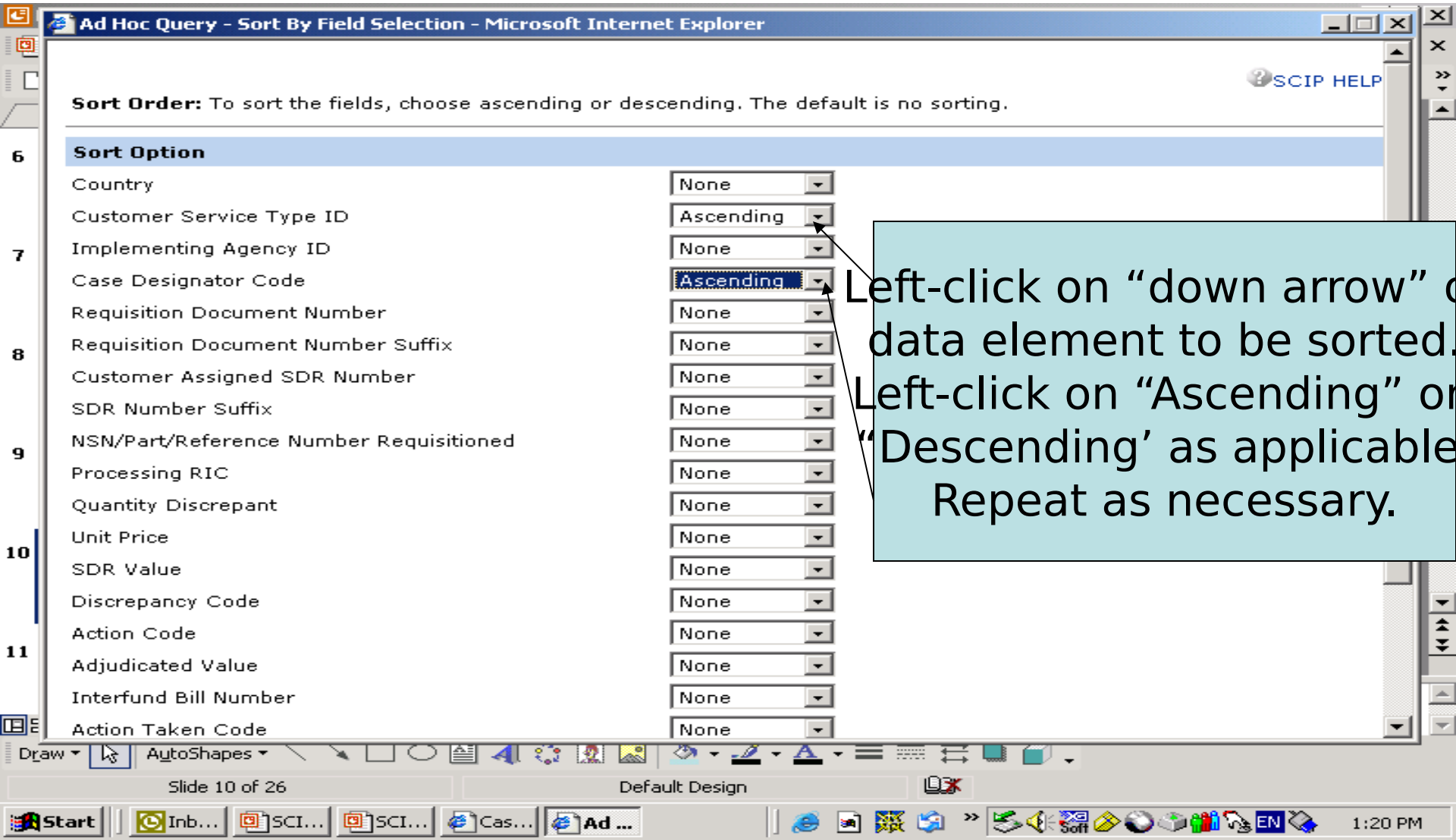
3. Click on “Down Arrow” to display possible qualifiers for selected filter. Left-click on applicable filter.

4. Select or Key in applicable value. For SDR Status, use “equal” as applicable filter, and key in “O”, for “Open SDR Status” (in Upper Case) as applicable value.

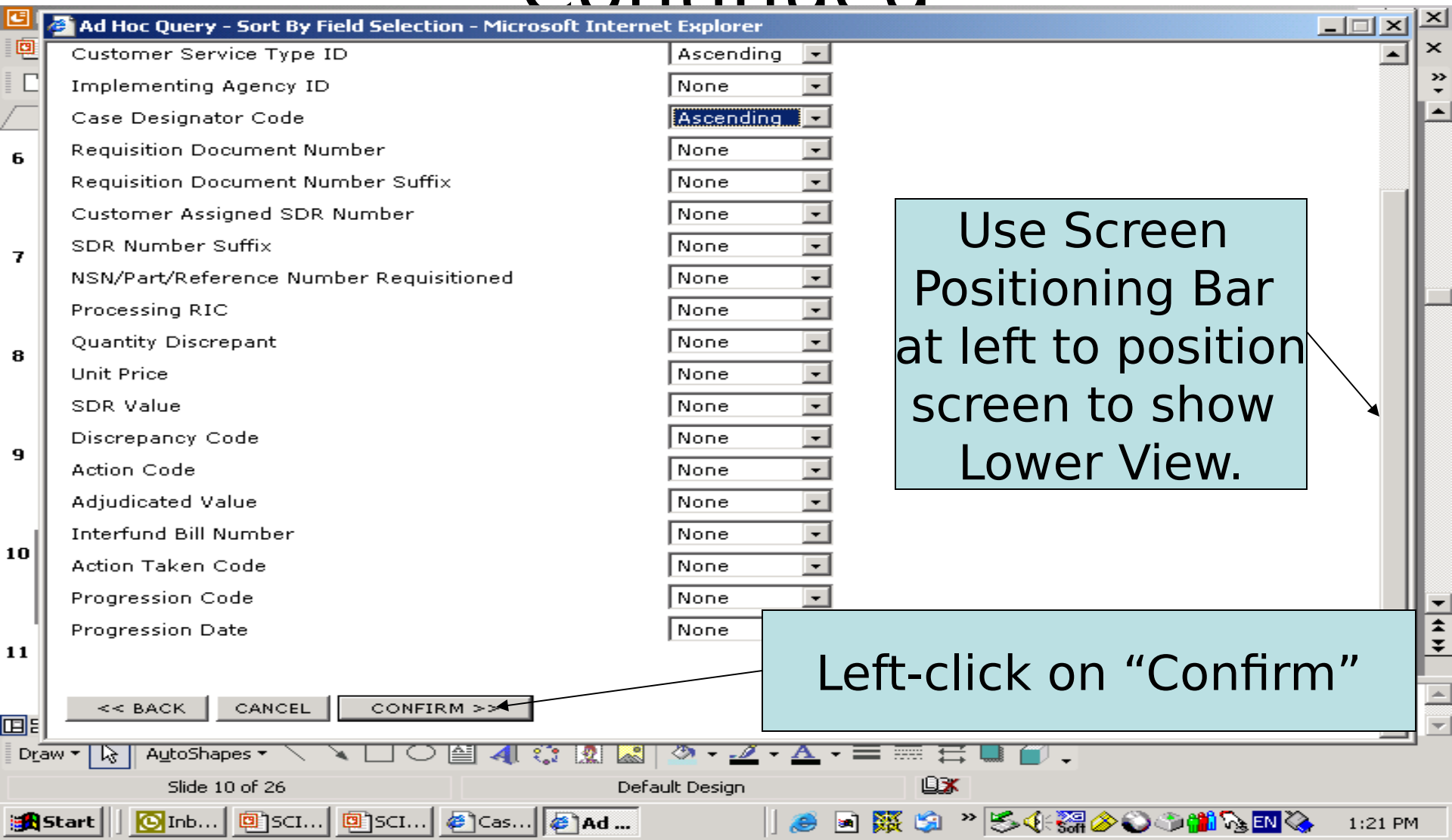
5. Repeat Steps 1-4 as necessary, changing “And/Or” logic statement at left as applicable for each additional criteria.

6. Once done, left-click on “Continue” to proceed.

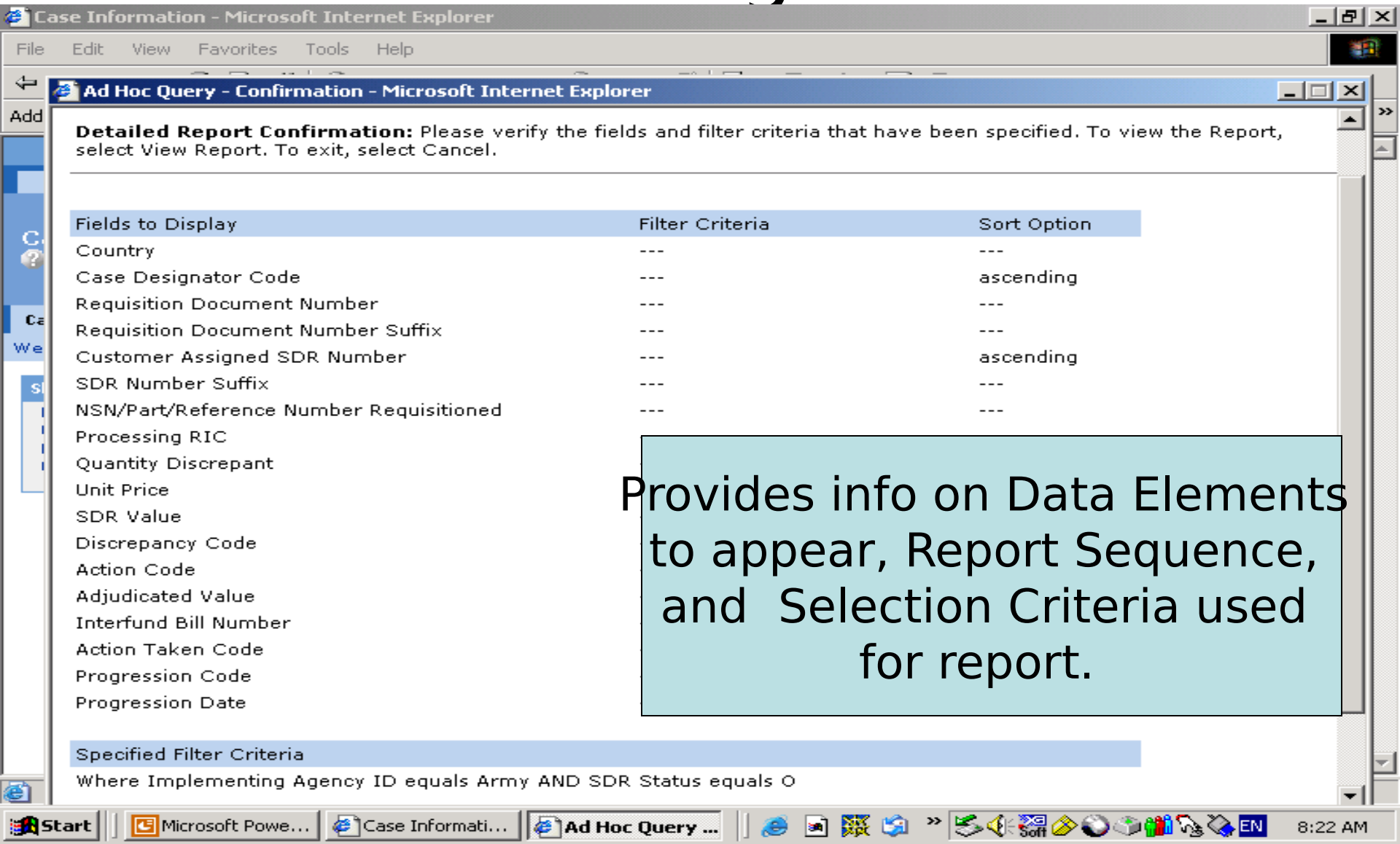
Determining Sequence of Report


Ad Hoc Query - Sort By Field Selection - Microsoft Internet Explorer
SCIP HELP
Sort Order: To sort the fields, choose ascending or descending. The default is no sorting.
Sort Option
Country None
Customer Service Type ID Ascending
Implementing Agency ID None
Case Designator Code Ascending
Requisition Document Number None
Requisition Document Number Suffix None
Customer Assigned SDR Number None
SDR Number Suffix None
NSN/Part/Reference Number Requisitioned None
Processing RIC None
Quantity Discrepant None
Unit Price None
SDR Value None
Discrepancy Code None
Action Code None
Adjudicated Value None
Interfund Bill Number None
Action Taken Code None
Left-click on “down arrow” o
data element to be sorted.
Left-click on “Ascending” or
“Descending’ as applicable
Repeat as necessary.
Draw AutoShapes
Slide 10 of 26
Default Design
Start
1:20 PM

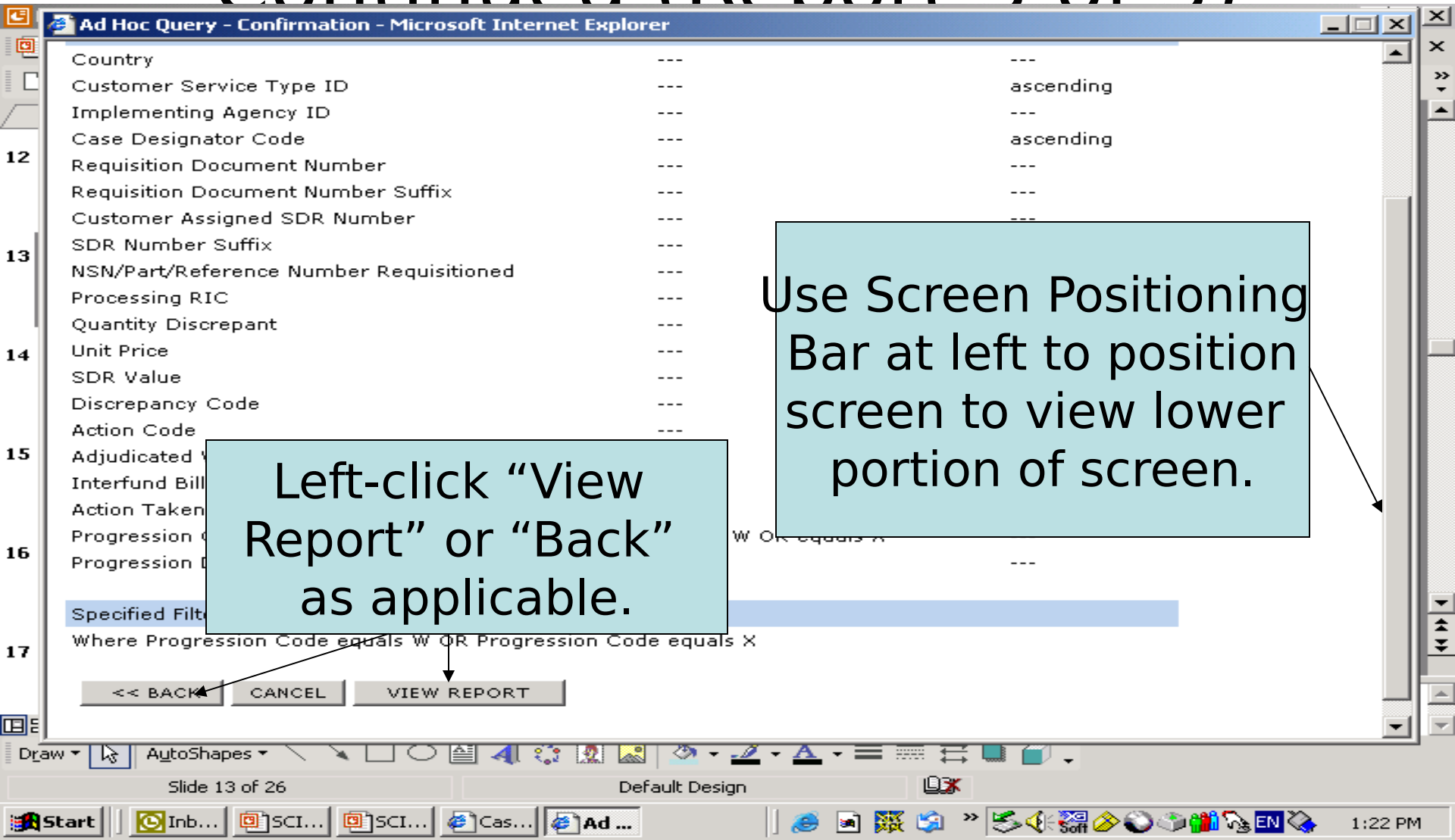
Determining Sequence of Report, Continued



Confirmation of Report's Design


Case Information - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Ad Hoc Query - Confirmation - Microsoft Internet Explorer
Detailed Report Confirmation: Please verify the fields and filter criteria that have been specified. To view the Report, select View Report. To exit, select Cancel.
Fields to Display | Filter Criteria | Sort Option
Country --- ---
Case Designator Code --- ascending
Requisition Document Number --- ---
Requisition Document Number Suffix --- ---
Customer Assigned SDR Number --- ascending
SDR Number Suffix --- ---
NSN/Part/Reference Number Requisitioned --- ---
Processing RIC
Quantity Discrepant
Unit Price
SDR Value
Discrepancy Code
Action Code
Adjudicated Value
Interfund Bill Number
Action Taken Code
Progression Code
Progression Date
Specified Filter Criteria
Where Implementing Agency ID equals Army AND SDR Status equals O
Provides info on Data Elements to appear, Report Sequence, and Selection Criteria used for report.
Start
Microsoft Powe...
Case Informati...
Ad Hoc Query ...
EN
8:22 AM

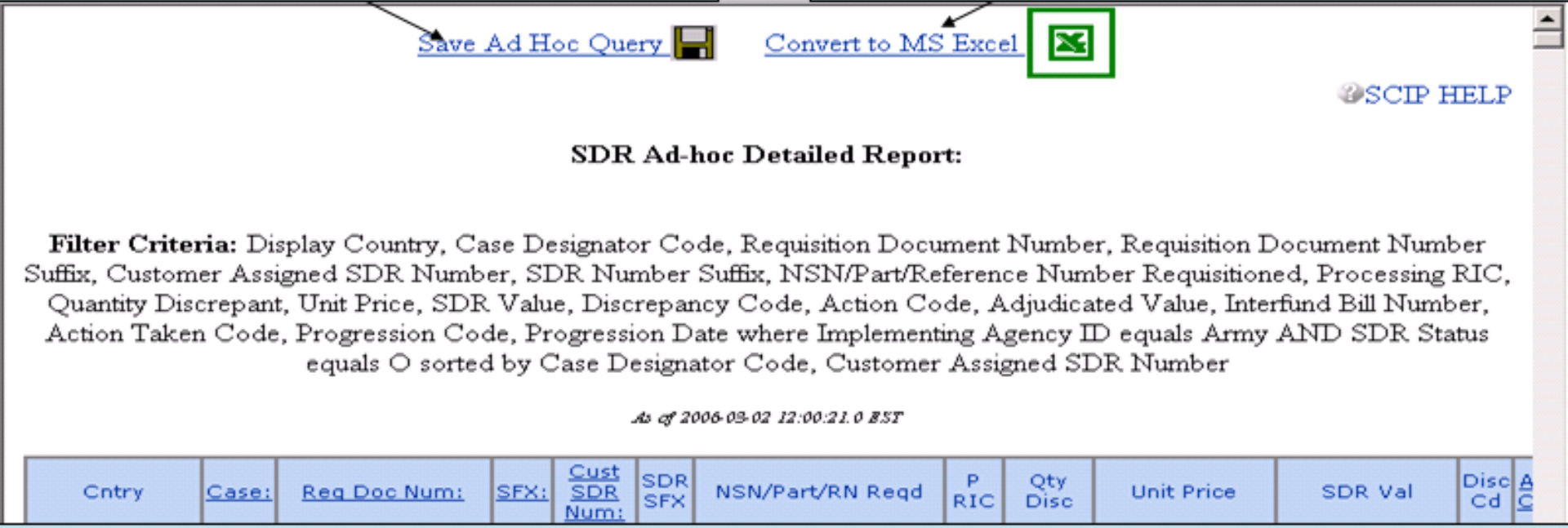
Confirmation of Report's Design, Continued (Report 3 of 3)


Ad Hoc Query - Confirmation - Microsoft Internet Explorer
Country --- ---
Customer Service Type ID --- ascending
Implementing Agency ID --- ---
Case Designator Code --- ascending
Requisition Document Number --- ---
Requisition Document Number Suffix --- ---
Customer Assigned SDR Number --- ---
SDR Number Suffix ---
NSN/Part/Reference Number Requisitioned ---
Processing RIC ---
Quantity Discrepant ---
Unit Price ---
SDR Value ---
Discrepancy Code ---
Action Code ---
Specified Filt
Where Progression Code equals W OR Progression Code equals X
<< BACK
CANCEL
VIEW REPORT
Use Screen Positioning Bar at left to position screen to view lower portion of screen.
Left-click "View Report" or "Back" as applicable.
Slide 13 of 26
Default Design
Start
1:22 PM

Open SDR Report Screen

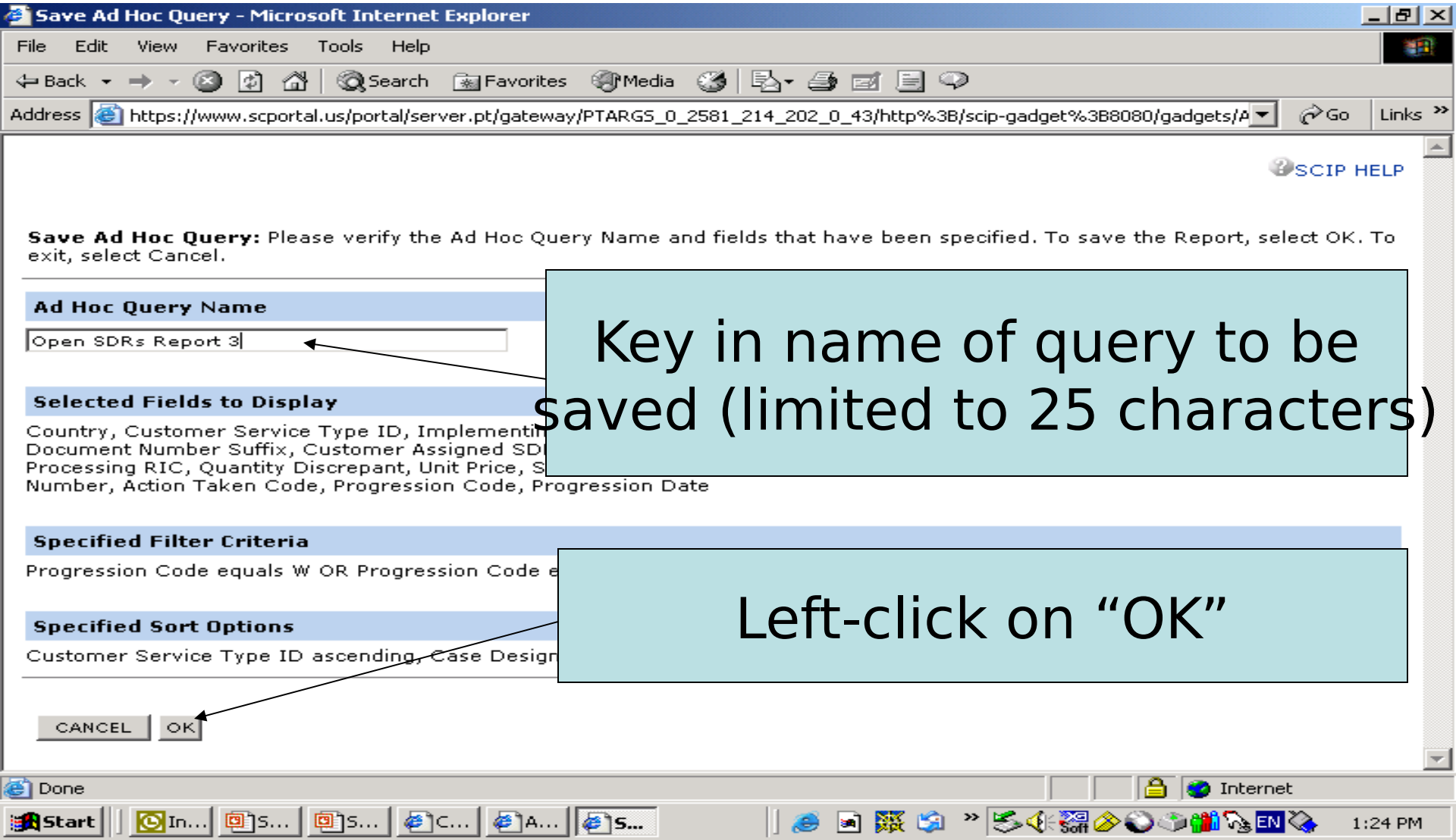
Left-Click on "Save Ad Hoc Query" to save query for future use.

Left-Click on "Convert to MS EXCEL" to save query results to EXCEL file

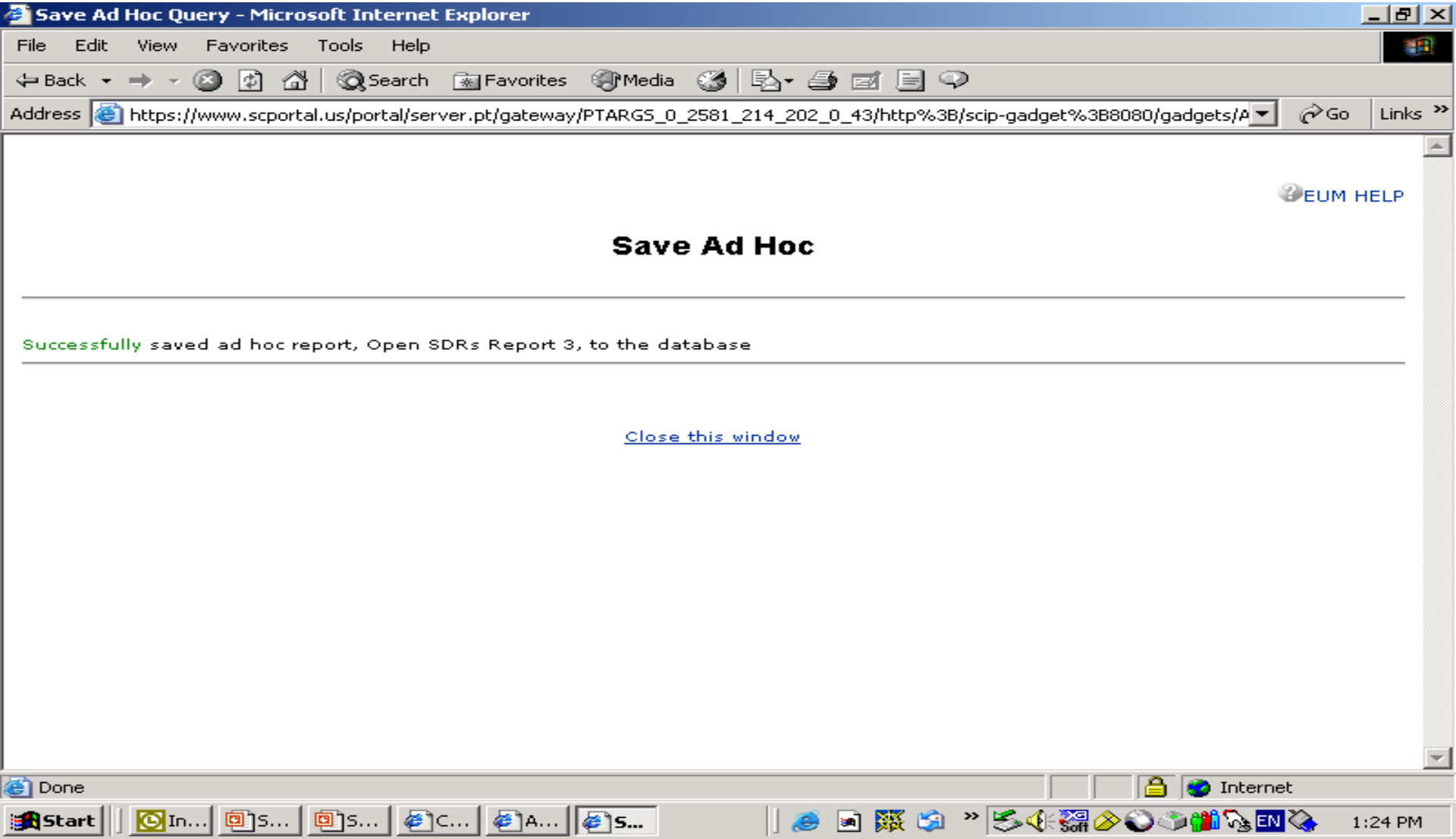

Save Ad Hoc Query
Convert to MS Excel
SCIP HELP
SDR Ad-hoc Detailed Report:
Filter Criteria: Display Country, Case Designator Code, Requisition Document Number, Requisition Document Number Suffix, Customer Assigned SDR Number, SDR Number Suffix, NSN/Part/Reference Number Requisitioned, Processing RIC, Quantity Discrepant, Unit Price, SDR Value, Discrepancy Code, Action Code, Adjudicated Value, Interfund Bill Number, Action Taken Code, Progression Code, Progression Date where Implementing Agency ID equals Army AND SDR Status equals O sorted by Case Designator Code, Customer Assigned SDR Number
As of 2006-09-02 12:00:21.0 EST
Cntry
Case:
Req Doc Num:
SFX:
Cust SDR Num:
SDR SFX
NSN/Part/RN Reqd
P RIC
Qty Disc
Unit Price
SDR Val
Disc Cd

Data appears in this space, accessed with Screen Positioning Bar at right and below.

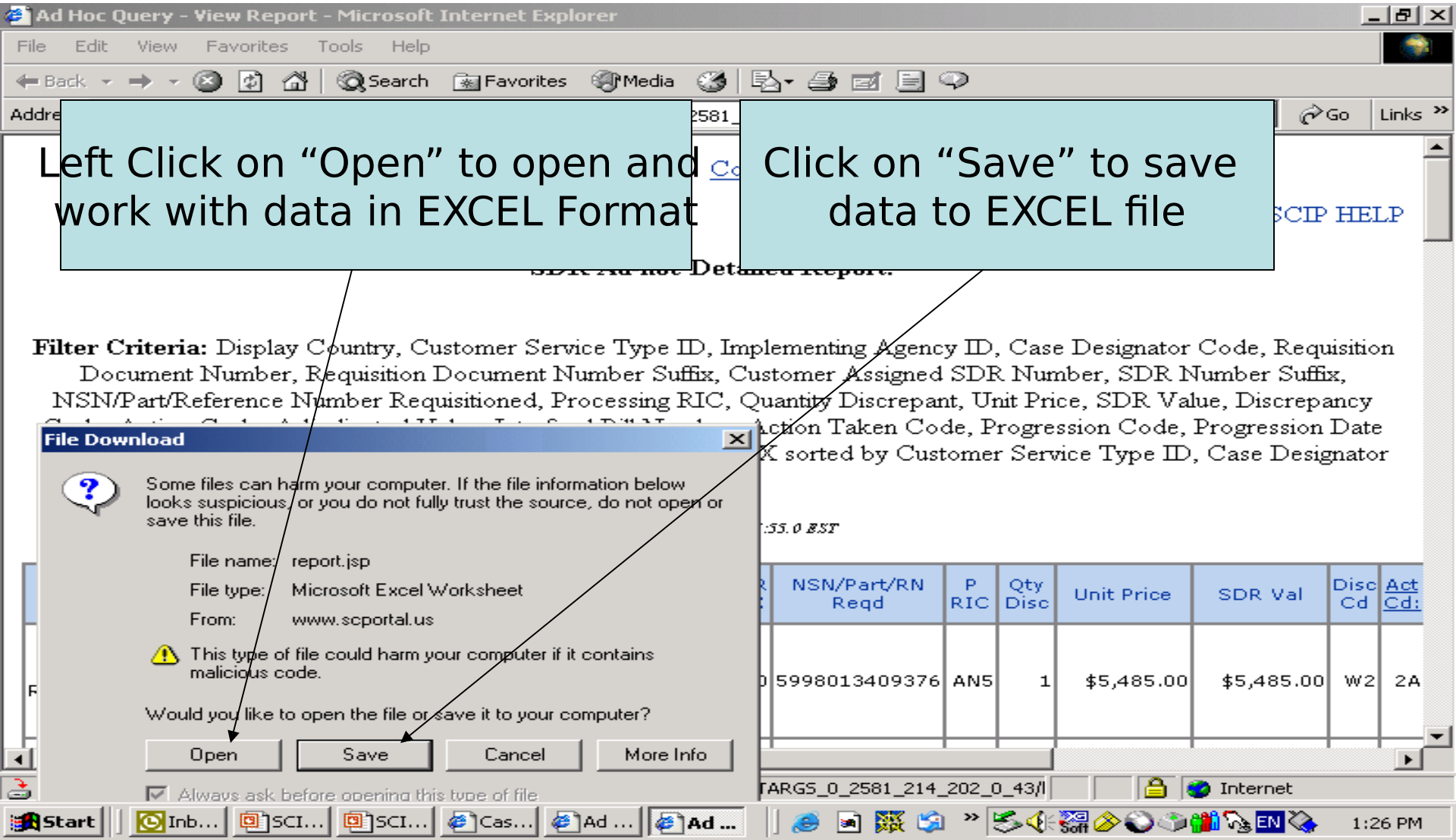
Saving an Ad-hoc Query


Save Ad Hoc Query - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.scportal.us/portal/server.pt/gateway/PTARGS_0_2581_214_202_0_43/http%3B/scip-gadget%3B8080/gadgets/A
Go Links
SCIP HELP
Save Ad Hoc Query: Please verify the Ad Hoc Query Name and fields that have been specified. To save the Report, select OK. To exit, select Cancel.
Ad Hoc Query Name
Open SDRs Report 3
Selected Fields to Display
Country, Customer Service Type ID, Implementi
Document Number Suffix, Customer Assigned SDI
Processing RIC, Quantity Discrepant, Unit Price, S
Number, Action Taken Code, Progression Code, Progression Date
Specified Filter Criteria
Progression Code equals W OR Progression Code e
Specified Sort Options
Customer Service Type ID ascending, Case Design
CANCEL
OK
Key in name of query to be saved (limited to 25 characters)
Left-click on "OK"
Done
Internet
Start
1:24 PM

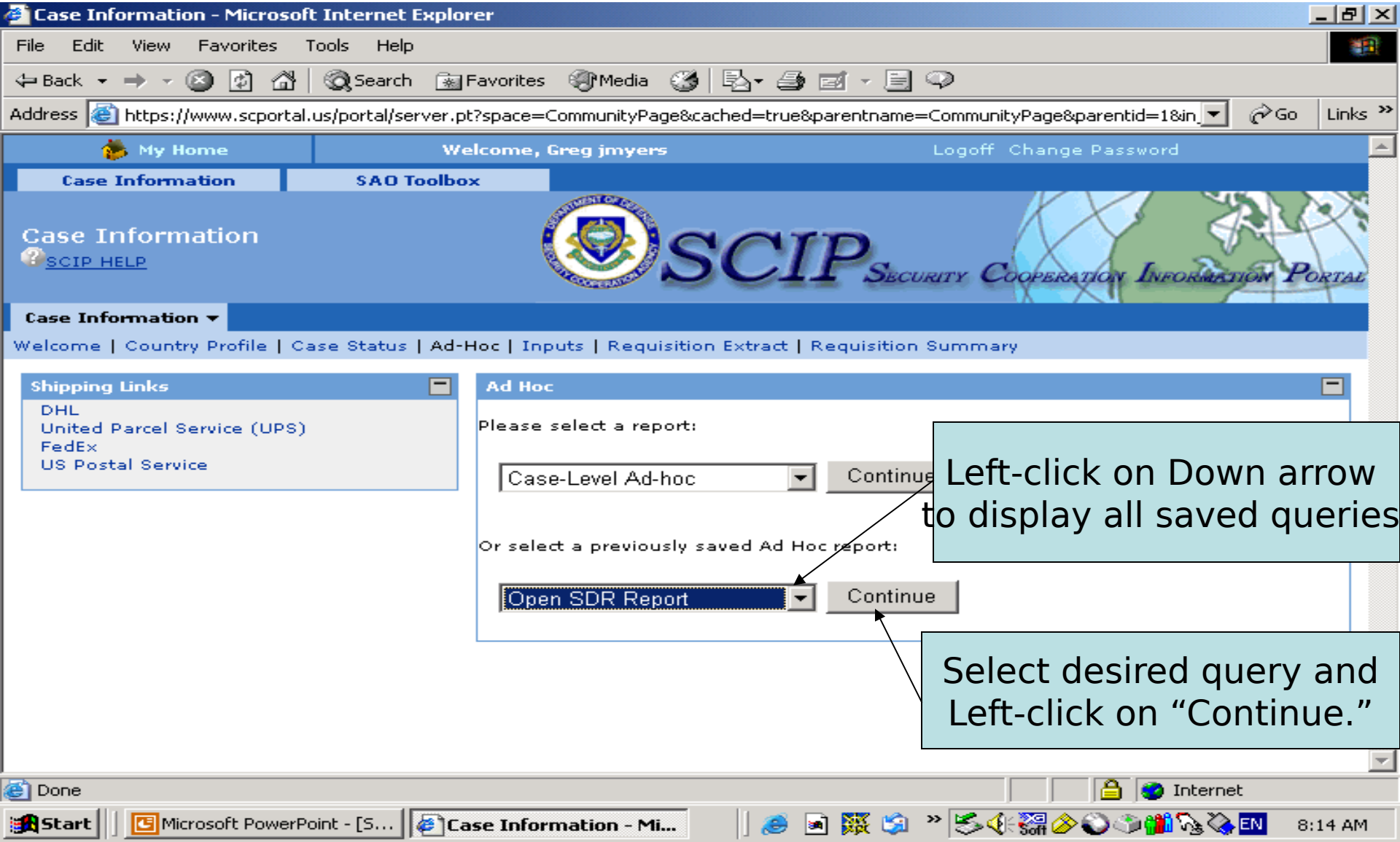
Saved Query Confirmation Screen



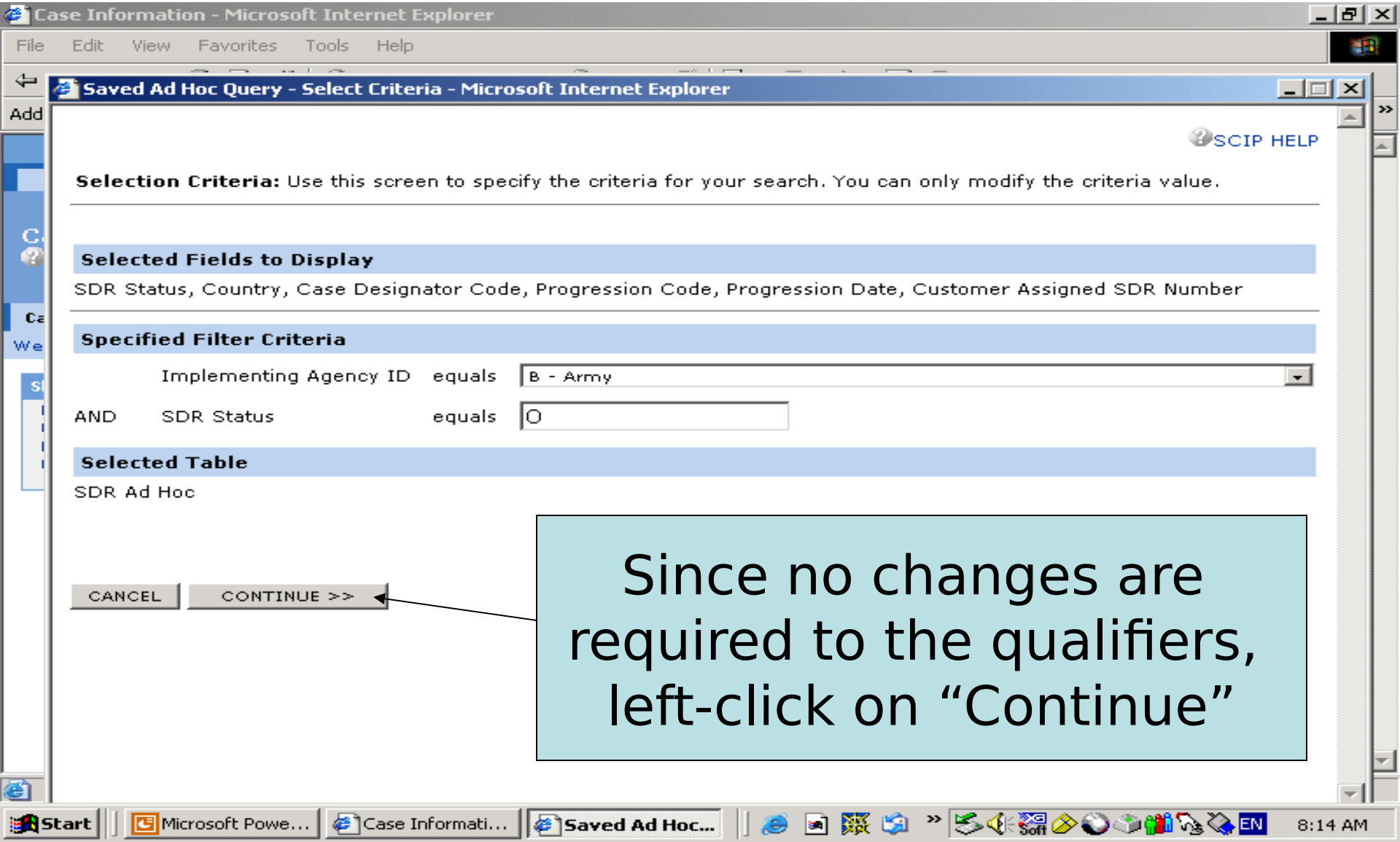
Save Query Results to MS EXCEL


Ad Hoc Query - View Report - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Go Links
Left Click on “Open” to open and work with data in EXCEL Format
Click on “Save” to save data to EXCEL file
SCIP HELP
Filter Criteria: Display Country, Customer Service Type ID, Implementing Agency ID, Case Designator Code, Requisition Document Number, Requisition Document Number Suffix, Customer Assigned SDR Number, SDR Number Suffix, NSN/Part/Reference Number Requisitioned, Processing RIC, Quantity Discrepant, Unit Price, SDR Value, Discrepancy
Action Taken Code, Progression Code, Progression Date
sorted by Customer Service Type ID, Case Designator
NSN/Part/RN Reqd
P RIC
Qty Disc
Unit Price
SDR Val
Disc Cd
Act Cd:
5998013409376
AN5
1
$5,485.00
$5,485.00
W2
2A
File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: report.jsp
File type: Microsoft Excel Worksheet
From: www.scportal.us
This type of file could harm your computer if it contains malicious code.
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file
Internet
Start
1:26 PM

Accessing Saved Queries



Modifying Saved Queries


Case Information - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Saved Ad Hoc Query - Select Criteria - Microsoft Internet Explorer
SCIP HELP
Selection Criteria: Use this screen to specify the criteria for your search. You can only modify the criteria value.
Selected Fields to Display
SDR Status, Country, Case Designator Code, Progression Code, Progression Date, Customer Assigned SDR Number
Specified Filter Criteria
Implementing Agency ID equals B - Army
AND SDR Status equals O
Selected Table
SDR Ad Hoc
CANCEL
CONTINUE >>
Since no changes are required to the qualifiers, left-click on “Continue”
Start
Microsoft Powe...
Case Informati...
Saved Ad Hoc...
8:14 AM